

MultiFamily- Category 3

[R] = Required [N] = Not Required

Note: There are look-up tables for city, county, tax location and schools.
 Dates should be: MM/DD/YY



Carolina Multiple Listing Services, Inc.

<u>Area Number [R]</u>	<u>Pages [N]</u>	<u>Number of Units [R]</u>	<u>Total Bedrooms [R]</u>	<u>Prop. Spcl. Assessmt Desc.</u> [R if Prop. Spcl. Assessmt = Y]
<u>Sub Area Number [R]</u>		<u>Projected Units [N]</u>	<u>Total Full Baths [R]</u>	
<u>County [R]</u>	<u>Tax Value [R]</u>	<u>Completed Units [N]</u>	<u>Total Half Baths [R]</u>	
<u>City [R]</u>	<u>Seller Name [R]</u>	<u>Unit # 1 Full Baths [N]</u>	<u>Total Baths [R]</u>	<u>HOA Management [N]</u>
<u>Street # [R]</u>		<u>Unit #1 Half Baths [N]</u>	<u>Other Rooms [N]</u> None 2nd Kitchen 2nd Living Quarters 2nd Master Bar/Entertainment Basement Bedroom 2 Bedroom 3 Bedroom 4/bonus Bedroom 5/bonus Billiard Breakfast Computer Niche Den Dining Room Entry Hall Exercise Foyer Great Room Kitchen Laundry Library Living Room Loft Master Bedroom Media Mud Office Pantry Parlor Play Room Rec Room Sewing Sitting Solarium Study Sunroom Utility Wine Cellar	<u>HOA Phone [N]</u>
<u>Street Name [R]</u>	<u>Seller Phone [N]</u>	<u>Unit #1 Bedrooms [N]</u>		<u>High School [N]</u>
	<u>Appointment Phone [N]</u>	<u>Unit 1 Rooms [N]</u> Breakfast Den Dining Room Kitchen Living Room		<u>Middle School [N]</u>
<u>Street Type [R]</u> Rd., St., Ave., Etc.	<u>Agent/Owner [R]</u> Yes No	<u>Unit #1 HLA [N]</u>		<u>Elementary School [N]</u>
<u>Street Direction [N]</u> N, S, E, W NE, NW, SE, SW	<u>Exclusive Rt/Agency [R]</u> Exclusive Right Exclusive Agency	<u>Unit #1 Monthly Rent [N]</u>		<u>Type [R]</u> Apartments Duplex Eightplex Eightplex+ Fiveplex Fourplex Sevenplex Sixplex Triplex Other
<u>Lot/Unit # [N]</u>	<u>Sub Agent Comp [R]</u>	<u>Unit #2 Full Baths [N]</u>		<u>Style [N]</u> A-Frame Bungalow Cape Cod Colonial Contemporary Craftsman French Provincial Garden Georgian Patio Home Rustic Spanish Traditional Transitional Tudor Victorian Williamsburg Other
<u>Subdivision [N]</u>	<u>Sub Agent Comp Type [R]</u> \$ %	<u>Unit #2 Half Baths [N]</u>		
<u>Tax Location [R]</u>	<u>Buyer Agent Comp [R]</u>	<u>Unit #2 Bedrooms [N]</u>		<u>Approx Lot Dimensions [R]</u>
	<u>Buyer Agent Comp Type [R]</u> \$ %	<u>Unit 2 Rooms [N]</u> Breakfast Den Dining Room Kitchen Living Room		<u>Approx Acres [R]</u>
<u>Zip [R]</u>	<u>Variable Rate Commission [R]</u> Yes No	<u>Unit #2 HLA [N]</u>		<u>Subject to HOA [R]</u> Yes No
<u>List Price [R]</u>	<u>Named Prospects Exempted [R]</u> Yes No	<u>Unit #2 Monthly Rent [N]</u>		<u>HOA Fee [N]</u>
<u>Listing Agent [R]</u>	<u>Bonus \$ [N]</u>	<u>Unit #3 Full Baths [N]</u>		<u>HOA Fee Paid [N]</u> Monthly Quarterly Semi-Annually Annually
<u>Listing Agent Phone [R]</u>	<u>Office Inventory [N]</u>	<u>Unit #3 Half Baths [N]</u>		<u>Confrm. Spcl. Assessmt [R]</u> Yes No
<u>Co-Listing Agent [N]</u>	<u>Full Service [R]</u> Yes No	<u>Unit #3 Bedrooms [N]</u>		<u>Confrm. Spcl. Assessmt Desc.</u> [R if Confrm. Spcl. Assessmt = Y]
<u>Co-Listing Agent Phone [N]</u>	<u>Allow Internet Address Display [R]</u> Yes No	<u>Unit 3 Rooms [N]</u> Breakfast Den Dining Room Kitchen Living Room		<u>Prop. Spcl. Assessmt [N]</u> Yes No
<u>Listing Date [R]</u>	<u>Allow Internet Listing Display [R]</u> Yes No	<u>Unit #3 HLA [N]</u>		
<u>Expire Date [R]</u>	<u>Allow Internet AVM [R]</u> Yes No	<u>Unit #3 Monthly Rent [N]</u>		<u>Parking [N]</u> 1 Car Carport 1 Car Garage 1 Parking Space 2 Car Carport 2 Car Garage 2 Parking Spaces 3 Car Carport
<u>Parcel ID [R]</u>	<u>Allow Internet Comment [R]</u> Yes No	<u>Unit #4 Full Baths [N]</u>		
<u>Deed Reference [R]</u>	<u>Total HLA [R]</u>	<u>Unit #4 Half Baths [N]</u>		
	<u>Basement SqFt [N]</u>	<u>Unit #4 Bedrooms [N]</u> Breakfast Den Dining Room Kitchen Living Room		
<u>State [R]</u> NC SC	<u>Additional SqFt [N]</u>	<u>Unit 4 Rooms [N]</u> Breakfast Den Dining Room Kitchen Living Room		
<u>Zoning Desc. [N] see list in TEMPO™</u>	<u>Year Built [R]</u>	<u>Unit #4 HLA [N]</u>		
	<u>New Construction [R]</u> Yes No	<u>Unit #4 Monthly Rent [N]</u>		
<u>Zoning [R]</u>	<u>Completion Date [R]</u>			
	<u>Builder [N]</u>			
<u>Legal Description [R]</u>	<u>Model/Plan [N]</u>			
<u>Block/Section [N]</u>				
<u>Plat Book/Slide [N]</u>				

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LISTING INFORMATION All items required [R] except for those with [N]

3 Car Garage	Foundation [N]	Water Heater [R]	Interior Common Lights	HERS Index [N] 0-100
3 Parking Spaces	Basement	Electric	Oil Fuel	Auction/Bid Type [N]
3+ Parking Spaces	Crawl Space	Gas	Outdoor Lighting	Auction/Absolute
3+ Car Carport	Slab	Solar	Water	Auction/Reserve
3+ Car Garage	Other	None	None	Bid
Attached	Lot Description [N]	Other	Tenant Responsibilities [R]	Auction/Bid Info [N]
Back Load	Corner Lot	Equipment [R]	All except water	Actual List Price
Deck	Cul-de-sac Lot	Cable Prewire	All Utilities	Assessed Value
Detached	End Unit	Ceiling Fan(s)	Cable	Market Value
Garage Door Opener	Golf Course View	Central Vacuum	Electric Heat	Starting Bid
Keypad Entry	Mountain View	CO Detector	Electricity	Special Conditions [N]
Lot	On Golf Course	Convection Oven	Exterior Maintenance	Bankruptcy
Parking Garage	Waterfront	Cooktop Electric	Garbage Pick-up	Estate
Side Load	Waterview	Cooktop Gas	Gas	HUD
Other		Dishwasher	Interior Common Lights	In Foreclosure Process
Driveway [N]	Unit Features [N]	Disposal	Oil Fuel	Relocation
Asphalt	Attic Other	Double Oven	Outdoor Lighting	REO/Lender Owned
Concrete	Attic Stairs Fixed	Electric Dryer Hookup	Water	Short Sale/Subject to Lender
Earth	Attic Stairs Pulldown	Electric Range/Oven	None	Approval
Gravel	Garden Tub	Exhaust Fan	Other	Subject to Court Approval
Shared	Handicap Access	Gas Dry Hookup	Ownership [R]	VA
None	Second Living Quarters	Gas Range/Electric Oven	Seller owned for at least one year	None
Other	Shop-Basement	Gas Range/Oven	Seller owned for less than one year	
Exterior Features [N]	Shop-Garage	Grilltop	Seller does not own yet	Virtual Tour Hyperlink URL [N]
Boat Slip (Deed)	Wet Bar	Ice Maker Connection	Primary Residence [R]	
Boat Slip (License/Lease)	Other	Intercom	Yes No	Web Hyperlink URL [N]
Deck	Fireplace [N]	Microwave		
Enclosed Patio	Bonus Room	Network Ready	Proposed Financing [R]	
Fenced Yard	Den	Range/Hood	Cash	
Floating Dock	Gas Logs	Refrigerator	Conventional	
Hot Tub/Whirlpool	Great Room	Security System	FHA	
In-Ground Gas Grill	Kitchen	Self Cleaning Oven	FMHA	
N/A	Living Room	Smoke Detector	Lease Purchase	
Outdoor Fireplace	Master Bedroom	Surround Sound	Loan Assumption	
Patio	Rec Room	Trash Compactor	NC Bond	
Pier	See Thru	None	Owner Financing	
Pool-Above Ground	Woodstove	Other	Personal Loan	
Pool- In-Ground	Other	Fixtures Exception [N]	Trade/Exchange	
Porch		Yes No	VA	
Porch-Glass	Water/Sewer [R]	Fixtures Exception Desc.	Other	
Porch Screened	City Sewer	[R if Fixtures Exception = Y]	Assumable [R]	
Private Pond	City Water		No	
Storage Shed/Outbuilding	Community Sewer	Floor Coverings [N]	Non-Qualifying	
Terrace	Community Well	Brick	Qualify	
Other	County Sewer	Concrete	Agency Cooperation [R]	
Community Features [N]	County Water	Laminate	Both	
Airfield	Septic tank	Marble	BuyerAgent	
Boat House	Well	Parquet	SubAgents	
Boat Lift	None	Prefinished Wood	Showing Instructions [R]	
Boat Ramp	HVAC [R]	Slate	3rd Party Home	
Boat Slip	Active Solar Heat	Tile	Call Listing Agent	
Club House	Central Air	Vinyl/Linoleum	Call Listing Office	
Dock/pier	Electric Baseboard Heat	Wall-to-wall Carpet	Call Seller	
Elevator	Electric Hot Air	Wood	Call Tenant	
Equestrian Facilities	Gas Floor Furnace	Other	Combination	
Fitness Center	Gas Hot Air	Laundry Location [R]	Corporate Home	
Gated Community	Gas Space Heater	1st Floor	Do Not Disturb Tenant	
Golf Course	Gas Steam Heat	2nd Floor	Key in Listing Office	
Hot Tub/Whirlpool	Gas Water Heater	Basement	Key with Listing Agent	
Lake	Geothermal Ht.	Closet	Listing Agent Accompany	
Laundry Room	Heat Pump - AC	Common Facility	Lockbox/Key	
Playground	Heat Pump - Heat	Garage	No Sign	
Pond	MultiZone A/C	Kitchen	Onsite Agent	
Pool	MultiZone Heat	Porch	Showing Service	
Putting Green	No A/C	Utility Room	Tenant Occupied	
Recreation Area	Oil Floor Furnace	None	Vacant	
Sauna	Oil Hot Air	Other	None	
Security	Oil Space Heater	Owner Responsibilities [R]	Other	
Tennis Courts	Oil Steam Heat	All except water	Green Certification [N]	
Walking Trails	Oil Water Heater	All Utilities	EarthCraft House	
Other	On Demand Water Heater	Cable	Energy Star	
Doors and Windows [N]	Passive Solar Heat	Electric Heat	Environments for Living	
Insulated Windows	Radiant Heat	Electricity	LEED Home	
Screen Door(s)	Wall Unit - AC	Exterior Maintenance	NAHB National GreenBuilding Standard	
Storm Door(s)	Wall Unit Heat	Garbage Pick-up	N.C. Healthy Built Home	
Storm Window(s)	Window Unit	Gas		
	Woodstove			
	None			
	Other			

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Directions

(Directions only. Do not include confidential information, agent name or contact information in this field.)

Remarks

(Do not include confidential information, agent name or contact information in this field.)

Agent Remarks

Company Remarks

Media

(May be added only to a listing that has been saved as active. Agent Reports in Tempo have access to all media types. Customer Reports in Tempo only have access to view Photos and Virtual Tours.)

Photos- (JPG) (6MB size limit)

Primary Photo

Caption:

2nd Photo

Caption:

3rd Photo

Caption:

4th Photo

Caption:

5th Photo

Caption:

6th Photo

Caption:

7th Photo

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8th Photo

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9th Photo

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10th Photo

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11th Photo

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12th Photo

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13th Photo

Caption:

14th Photo

Caption:

15th Photo

Caption:

16th Photo

Caption:

Attachments (.doc, .pdf, .txt, .docx) (space available: 5120k):

Additional Listing Features

Once your listing has been saved as active, you can add an open house, assign your Supra lock box to the listing, and setup showing instructions through CSS.